Electronic Disposition System
First Nation Consultation User Manual

August 27, 2012

Revision History

Version	Date	Author/Organization	Description
V1.00	**2012-06-25**	**Pauline Peterson**	**Document Draft**

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Disclaimer

In this disclaimer provision:

"Crown" means Her Majesty the Queen in right of the Province of Alberta;

"Minister" means the Minister responsible of the Alberta Sustainable Resource Development;

"Their employees" means and includes each, any and every officer, employee, servant and agent of either or both of the Crown and the Minister and without limiting the generality of the foregoing, and includes employees of the Crown and the Minister employed in Alberta Sustainable Resource Development.

"EDS" means the Electronic Disposition System and all programs, hardware, documentation, functions and services forming a part thereof or associate therewith.

The Crown, the Minister and their employees and the contractors and technical advisors of the aforesaid:

(a) Make no warranty or representation, whether expressed or implied, to any person with respect to this material or documentation of EDS or as to the service, performance, quality, merchantability or fitness of any part of the aforesaid for any purpose; and

(b) Shall not be liable for any action, damages or claims, whether occasioned by negligence or otherwise, that any person, user, Subscriber or any employees of the aforesaid may hereafter have, allege or become entitled to (including but not limited to any claim of third-party contribution of indemnity, any economic or moral loss, or direct, immediate, special, indirect or consequential damages which do, may, or are alleged to arise as a result of:

    (i) The use of this material or documentation or EDS or any service connection therewith; or

    (ii) Any error or omissions in data or any loss or partial loss of data or incomplete retrieval of information, even if any or all of the Crown, the Minister or their employees were advised of the possibility of such risk, action, claims or damages, including damages sustained or actions brought by third parties and claims made against the Subscriber by third parties.

The entire risk of loss relating to or associated with the quality and performance of EDS and any product and results thereof shall be assumed by the Subscriber and by any other user of EDS.

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1.0 EDS Overview

EDS is an online service that allows clients to submit electronic transactions for surface dispositions to SRD. Presently EDS has six subsystems:

1. Public Land Disposition Applications & Amendments (EFR Submission)

   This selection will enable you to submit applications or amendments for dispositions on public lands for EZE, LOC, MSL, PLA, PIL, REA SML & VCE purposes.

2. Disposition Maintenance

   This selection will enable you to submit AOA Monthly Status Reports, submit Site Entry notifications, SML Annual Returns and to edit a list of other allowed clients that manage your data.

3. Reclamation Certificate Application Submissions

   This selection will enable you to submit application for Reclamation Certificate on Public Land.

4. Public Lands Disposition Enhanced Approval

   All applications for upstream oil and gas activities, (excluding in-situ oils sands production, oil sands mines operations, and those dispositions being applied for through the AOA process) for the disposition types MSL, LOC, PLA, and PIL must be submitted through the "Public Land Disposition Enhanced Approval" menu item 4, effective September 1st, 2010.

   - Any disposition applications that are outside of the scope of the "Public Land Disposition Enhanced Approval" menu item 4 must be submitted through the "Public Land Disposition Application & Amendments" menu item 1, or "Disposition Maintenance" menu item 2, as appropriate.
   - Any disposition application submissions that are in scope of the "Public Land Disposition Enhanced Approval" menu item 4, and submitted through any other selections will be rejected.
   - Any disposition applications submitted through the "Public Land Disposition Enhanced Approval" menu item 4 that are outside of the defined scope will be rejected.

5. First Nations Consultation Submissions

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This selection will enable you to submit requests and updates for a First Nation Assessment

6. Application/Amendment Status Check Request

   This selection will enable you to send a request for the status of application/amendment. This must be used to request a status of an application processed by the Industrial, Oil and Gas Applications Unit.

For details about each of the subsystems please review the individual User Manual.

Applications and self reporting that are accepted by EDS are uploading into the Geographic Land Information Management Planning System (GLIMPS) and EDS will email the client a copy of the transaction. EDS will also notify the appropriate business area that transaction has been submitted for processing.

1.1 Hours of Operation

EDS Support help desk is available Monday to Friday 8:15 a.m. to 4:30 p.m. except statutory holidays. The system is available from 6:30 a.m. to 10:00 p.m. everyday.

1.2 EDS Use Restrictions

1.2.1 Dispositions

- EDS is limited to MSL, LOC, PLA, PIL, EZE, VCE, REA and SML disposition types for processing applications and amendments under Module 1. Public Land Disposition Applications & Amendments
- Applications or amendments processed using EDS at this time are limited to only one applicant Client Identification number
- The maximum number of dispositions types shown on a plan is two (Example: SML and LOC)
- A Confirmation number, LAT report and FNC number can only be used once in a transaction
- Only one purpose can be selected for each disposition type [Example: SML – Sand and gravel, LOC – Access Road (OIL AND GAS)]
- Multiple plans for an activity will not be accepted
- Clients/Stakeholders involved must be active and registered in Alberta Department of Energy's Foundation system.
- Successful submissions do not denote approval by the Crown

1.3 Upload Documents Requirements

1.3.1 Documents

All documents submitted to the department other than the plan submission package must be in a portable document format (.PDF). Documents that require imaging must be scanned to the following standard and converted into a .PDF format for submission.

Black & white	300 dpi
Colour	150 dpi

File names must not contain spaces. Use of special characters such as *, -, (,), @, % or $ are not allowed.

1.4 Relevant Links

EXTERN ADS User Name & Password Maintenance: https://extern.wln.gov.ab.ca/help/

The link above is where to activate SecureXNET accounts and change/reset SecureXNET passwords.

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SecureXNET EDS: https://securexnet.env.gov.ab.ca/eds_login.html

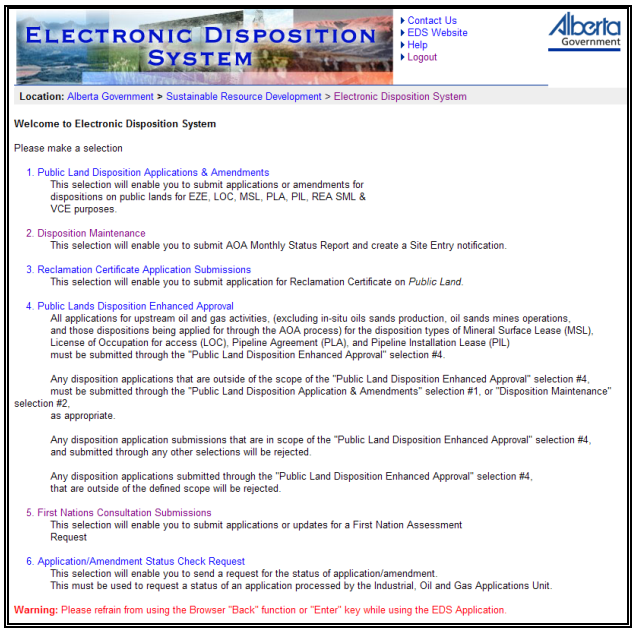
The link above is where to access EDS through SecureXNET.

SecureXNET PCS: https://securexnet.env.gov.ab.ca/pcs_login.html

The link above is where to access PCS through SecureXNET.

2.0 EDS Main Menu Page

Below is the EDS main menu


ELECTRONIC DISPOSITION SYSTEM
Contact Us
EDS Website
Help
Logout
Alberta Government
Location: Alberta Government > Sustainable Resource Development > Electronic Disposition System
Welcome to Electronic Disposition System
Please make a selection
1. Public Land Disposition Applications & Amendments
This selection will enable you to submit applications or amendments for dispositions on public lands for EZE, LOC, MSL, PLA, PIL, REA SML & VCE purposes.
2. Disposition Maintenance
This selection will enable you to submit AOA Monthly Status Report and create a Site Entry notification.
3. Reclamation Certificate Application Submissions
This selection will enable you to submit application for Reclamation Certificate on Public Land.
4. Public Lands Disposition Enhanced Approval
All applications for upstream oil and gas activities, (excluding in-situ oils sands production, oil sands mines operations, and those dispositions being applied for through the AOA process) for the disposition types of Mineral Surface Lease (MSL), License of Occupation for access (LOC), Pipeline Agreement (PLA), and Pipeline Installation Lease (PIL) must be submitted through the "Public Land Disposition Enhanced Approval" selection #4.
Any disposition applications that are outside of the scope of the "Public Land Disposition Enhanced Approval" selection #4, must be submitted through the "Public Land Disposition Application & Amendments" selection #1, or "Disposition Maintenance" selection #2, as appropriate.
Any disposition application submissions that are in scope of the "Public Land Disposition Enhanced Approval" selection #4, and submitted through any other selections will be rejected.
Any disposition applications submitted through the "Public Land Disposition Enhanced Approval" selection #4, that are outside of the defined scope will be rejected.
5. First Nations Consultation Submissions
This selection will enable you to submit applications or updates for a First Nation Assessment Request
6. Application/Amendment Status Check Request
This selection will enable you to send a request for the status of application/amendment. This must be used to request a status of an application processed by the Industrial, Oil and Gas Applications Unit.
Warning: Please refrain from using the Browser "Back" function or "Enter" key while using the EDS Application.

- **Public Land Disposition Applications & Amendments**
  - Create a single application
  - Create two associated applications
  - Amend a single disposition
  - Amend two associated dispositions
  - Amend one of two associated dispositions (Administrative use only)
  - Amend an existing disposition and create a new associated dispositions
  - Plan package submission for paper applications, amendments and applications not presently accepted through EDS
- **Disposition Maintenance**
  - Area Operating Agreement Maintenance
  - Site Entry Submissions
  - SML Annual Return
  - Allowed Client Edit
- **Reclamation Certificate Application Submissions**
  - Submit an application and e-payment for a reclamation certificate
- **Public Land Disposition Enhanced Approval**

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Note: Submission for upstream oil and gas activities (excluding in-situ oil sands production and oil sands mines operations. Disposition types are limited to Mineral Surface Lease (MSL), License of Occupation (LOC), Pipeline Installation lease (PIL) and Pipeline Agreement (PLA) effective September 1, 2010.

- Create a single application
- Create two associated applications
- Submit single final plan disposition
- Submit two associated final plan dispositions

- **First Nations Consultation Submissions**
  - Create a request for First Nation Assessment
  - Respond to a Pre-Consultation Assessment
  - View completed assessments
  - Cancel a FNC site
  - Cancel a FNC case

- **Application/Amendment Status Check Request**

  Note: The status check does not send e-mail notification to the user processing the request.

  - Allows user to send a status request for an application/amendment that has been processed by the Industrial, Oil and Gas Applications Unit

2.1 Help Menu Items

The three Help functions, located at the top of the page are “Contact Us”, “EDS Website” and “Help”. By selecting ‘Contact Us’, this will generate an email to EDS.support@gov.ab.ca where you can indicate any questions or comments.

ELECTRONIC DISPOSITION SYSTEM
Contact Us
EDS Website
Help
Logout
Alberta Government
Location: Alberta Government > Sustainable Resource Development > Electronic Disposition System
Please enter an Applicant Client ID and click Next to continue.
Applicant Client ID:
Cancel
Next »
Reclamation Certificate Application within Private Land, Special Areas or Provincial Parks cannot be submitted online. Please apply to Alberta Environment (Regulatory Approval Centre).
Warning: Please refrain from using the Browser "Back" function or "Enter" key while using EDS.
Sustainable Resource Development | Search | Contact Us | Privacy Statement
The user agrees to the terms and conditions set out in the Copyright and Disclaimer statement.
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Alberta Government

Clicking ‘EDS Website’ will take you to the SRD External EDS webpage.

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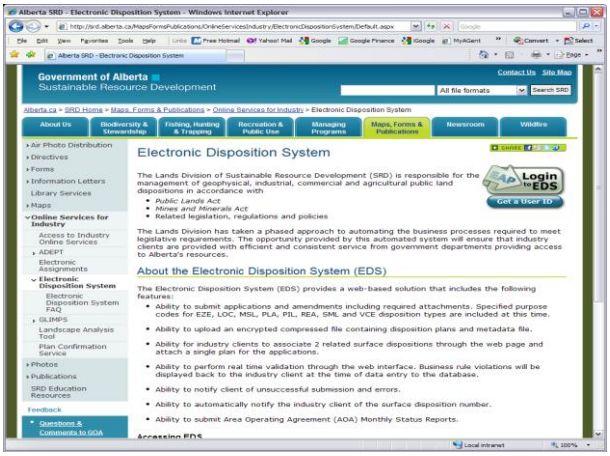
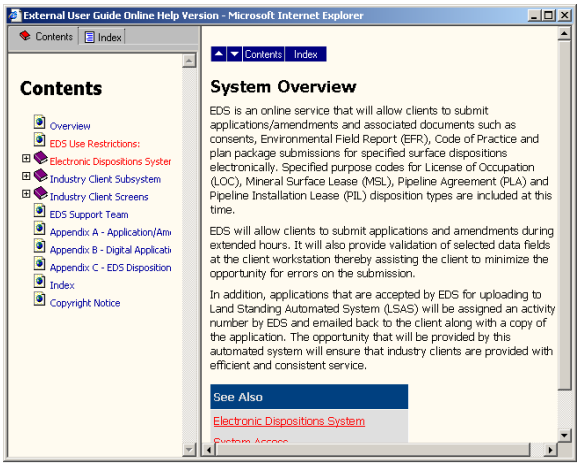


Clicking ‘Help’ will take you to the online EDS manual.



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3.0 EDS FNC Module Client Screens

3.1 FNC Sub Menu Page

ELECTRONIC DISPOSITION SYSTEM
Contact Us
EDS Website
Help
Logout
Alberta Government
Location: Alberta Government > Sustainable Resource Development > Electronic Disposition System > FNC Maintenance
1. Create/Edit FNC
This selection will enable you to create new FNC
2. Cancel FNC
This selection will enable you to cancel already submitted FNC or FNC activities
Jun 18, 2012, 09:17AM
Sustainable Resource Development | Search | Contact Us | Privacy Statement
The user agrees to the terms and conditions set out in the Copyright and Disclaimer statement.
© 2006 Government of Alberta
Alberta Government

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
CREATE/EDIT FNC	Hyper Text	Selection for the user to create or edit an existing FNC
CANCEL FNC	Hyper Text	Selection for the user to cancel a FNC site or FNC case

Legend:

M: Mandatory field
O: Optional field

3.2 Searching FNC Case Files Page

ELECTRONIC DISPOSITION SYSTEM
Contact Us
EDS Website
Help
Logout
Alberta Government
Location: Alberta Government > Sustainable Resource Development > Electronic Disposition System > FNC Search
Please enter an Application Client ID and (optional) FNC Number, then click Search to continue
Client Id
FNC Number
Cancel
Search
Search Result to Create / Edit
FNC Number
Client Id
Status
Submission Date
Jun 18, 2012, 09:24AM
Sustainable Resource Development | Search | Contact Us | Privacy Statement
The user agrees to the terms and conditions set out in the Copyright and Disclaimer statement.
© 2006 Government of Alberta
Alberta Government

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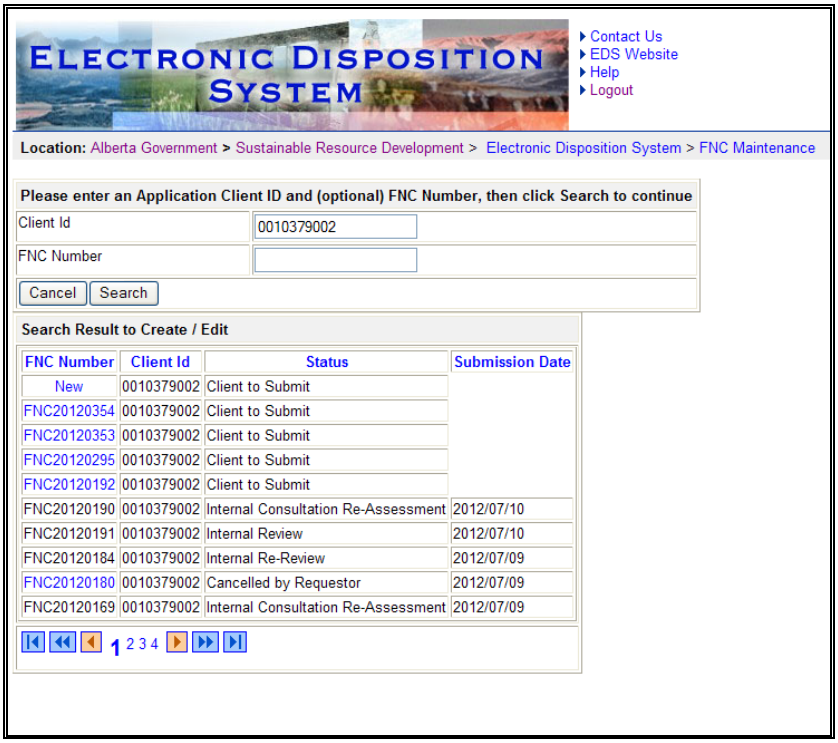
The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
CLIENT ID	O	The user enters the client ID of the company that will subsequently be the owner of an application or amendment. The user is not required to enter any other data
FNC NUMBER	O	The user may enter the FNC number of an existing FNC case file. The user will also be required to enter the client ID
CANCEL	Button	Selecting this button will cancel this service and return to the user to the FNC sub-menu
SEARCH	Button	Selecting this button will query the data to produce a result

Legend:

M: Mandatory field
O: Optional field

3.3 Search FNC Case Files Result Page


ELECTRONIC DISPOSITION SYSTEM
Contact Us
EDS Website
Help
Logout
Location: Alberta Government > Sustainable Resource Development > Electronic Disposition System > FNC Maintenance
Please enter an Application Client ID and (optional) FNC Number, then click Search to continue
Client Id
0010379002
FNC Number
Cancel
Search
Search Result to Create / Edit
FNC Number | Client Id | Status | Submission Date
New | 0010379002 | Client to Submit
FNC20120354 | 0010379002 | Client to Submit
FNC20120353 | 0010379002 | Client to Submit
FNC20120295 | 0010379002 | Client to Submit
FNC20120192 | 0010379002 | Client to Submit
FNC20120190 | 0010379002 | Internal Consultation Re-Assessment | 2012/07/10
FNC20120191 | 0010379002 | Internal Review | 2012/07/10
FNC20120184 | 0010379002 | Internal Re-Review | 2012/07/09
FNC20120180 | 0010379002 | Cancelled by Requestor | 2012/07/09
FNC20120169 | 0010379002 | Internal Consultation Re-Assessment | 2012/07/09
1 2 3 4

The search results are sorted by the submission date. The New selection is always the first row.
The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Search Criteria		
CLIENT ID	O	Displays the client ID of the company as previously entered that will subsequently be the owner of an application or amendment as identified in the FNC Case file Search page. The user is not required to enter any other data

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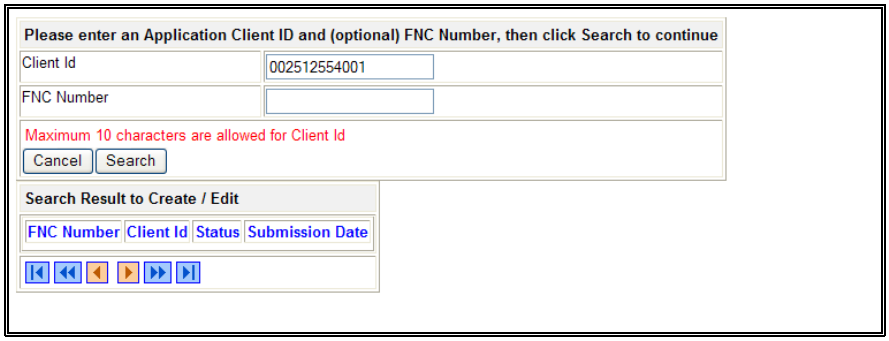
Field or button name	Properties	Name/Remarks
FNC NUMBER	O	Displays the FNC number as previously entered of an existing FNC case file. The user will also be required to enter the client ID
CANCEL	Button	Selecting this button will cancel this service and return to the user to the FNC sub-menu
SEARCH	Button	Selecting this button will query the data to produce a result
Search Results		
NEW	Hypertext	Selecting this text will create and display a 'new' FNC form for the user to fill out. This is the first step in creating a new FNC case file.
FNC NUMBER	Hypertext	All query results are displayed; the user can select a FNC number to display the specific case.
STATUS	Display	The status display indicates to the user the status of the FNC case within the process. Refer to Appendix A for Status definitions.
SUBMISSION DATE	Display	Displays the date of the last submission based on either a client or ESRD submission.
RECORD NAVIGATION	Bar	The user is able to display pages of records and navigate through each record within the page displayed

Legend:

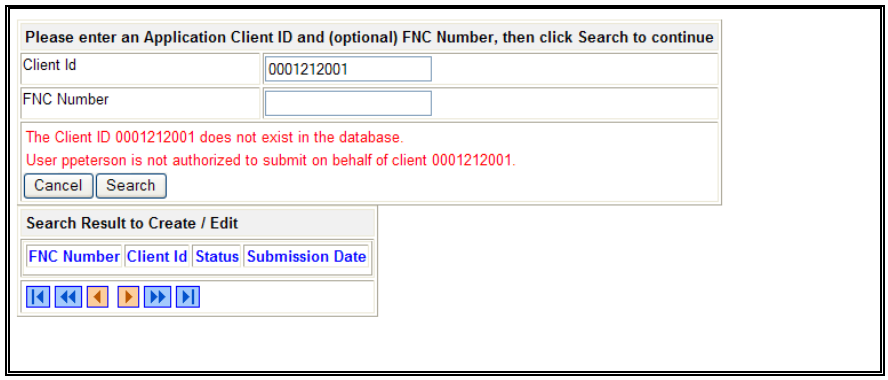
M: Mandatory field
O: Optional field

3.4 FNC Search Error Messages

The following are common errors messages displayed:



Client ID must be 10 characters


Please enter an Application Client ID and (optional) FNC Number, then click Search to continue
Client Id
0001212001
FNC Number
The Client ID 0001212001 does not exist in the database.
User ppeterson is not authorized to submit on behalf of client 0001212001.
Cancel
Search
Search Result to Create / Edit
FNC Number
Client Id
Status
Submission Date

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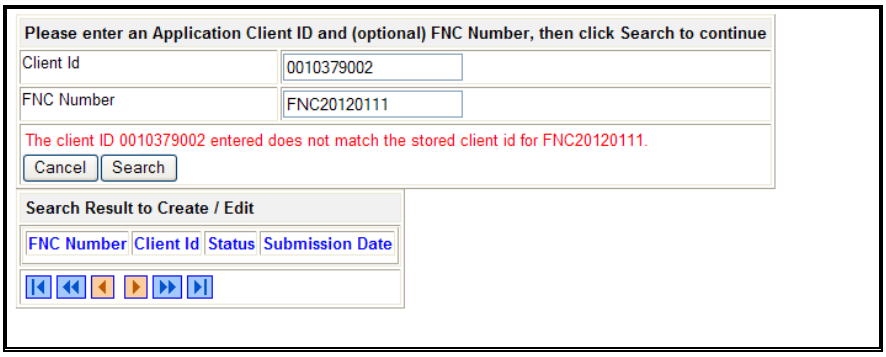
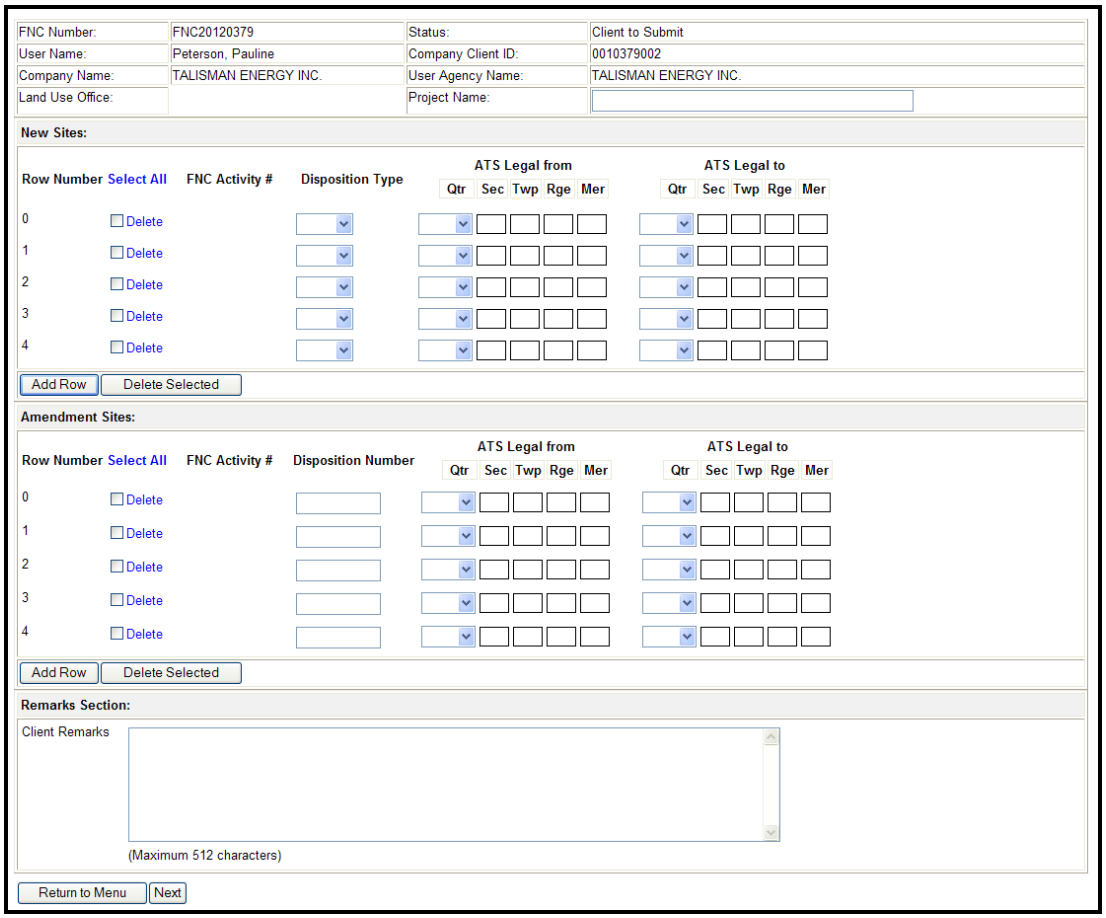
Client ID may belong to an inactive company or the User does not have authority to view the FNC belonging to the Client ID



The FNC number provide does not belong to the Client ID provided

3.5 Create New FNC Case Page



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The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Header Information		
FNC NUMBER	Display	Displays the FNC number provided by the system for the case beginning created
STATUS:	Display	Displays the status of the FNC
USER NAME	Display	Displays the name of the user doing the FNC in the system
COMPANY ID	Display	Display the Client ID provided by the user
COMPANY NAME	Display	Displays the company name associated to the Client ID provided by the user
USER AGENCY NAME	Display	Displays the company name of the user
LAND USE OFFICE	Display	Displays the Land Use Region from which the FNC activities fall within (this data will be uploaded into this field by EDS upon the successful submission of a FNC Assessment Request to ESRD)
PROJECT NAME	O	User inputs Client Project Name as required
FNC Content - New Sites		
ROW NUMBER	Display	Row number provide to the record by the system
SELECT ALL	Hyper Text	Selection this hyper text will check all the delete boxes
DELETE	Check Box	Activates the delete check box to remove all the data with this record
DISPOSITION TYPE	Drop down	Select the type of disposition that is proposed for the site record. The disposition type selected here must match the disposition type during application.
ATS LEGAL FROM – ATS LEGAL TO	M	Displays a two ATS-Point reference of the activity being proposed. Both points are to include the scope of the project (see Appendix B). These locations are used to identify the Land Use office, to which the FNC review will be conducted.
• ATS LEGAL FROM QTR	Drop Down	Select the very **southeast quarter** of the site. Allowable selections: Southeast, Southwest, Northeast or Northwest
• ATS LEGAL TO QTR	Drop Down	Select the very **northwest quarter** of the site. Allowable selections: Southeast, Southwest, Northeast or Northwest
• ATS LEGAL SEC	M	User inputs the section number
• ATS LEGAL TWP	M	User inputs the township number
• ATS LEGAL RGE	M	User input the range number
• ATS LEGAL MER	M	User input the meridian number
ATS LEGAL TO	M	Select the very northwest quarter of the site.

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Field or button name	Properties	Name/Remarks
ADD ROW	Button	User can add more row to add more site for this case
DELETE SELECTED	Button	The user can select is button to delete rows and date for all delete check boxes that have been checked
FNC Content - Amendment Sites		
ROW NUMBER	Display	Row number provide to the record by the system
SELECT ALL	Hyper Text	Selection this hyper text will check all the delete boxes
DELETE	Check Box	Activates the delete check box to remove all the data with this record
DISPOSITION NUMBER	M	Displays the disposition number of the disposition(s) that will be amended as inputted by the user. This disposition must exist and be active within GLIMPS for the FNC case file to proceed.
ATS LEGAL FROM – ATS LEGAL TO	M	Displays a two ATS-Point reference of the activity being proposed. Both points are to include the scope of the project (see Appendix B). These locations are used to identify the Land Use office, to which the FNC review will be conducted.
• ATS LEGAL FROM QTR	Drop Down	Select the very **southeast quarter** of the site. Allowable selections: Southeast, Southwest, Northeast or Northwest
• ATS LEGAL TO QTR	Drop Down	Select the very **northwest quarter** of the site. Allowable selections: Southeast, Southwest, Northeast or Northwest
• ATS LEGAL SEC	M	User inputs the section number
• ATS LEGAL TWP	M	User inputs the township number
• ATS LEGAL RGE	M	User input the range number
• ATS LEGAL MER	M	User input the meridian number
ADD ROW	Button	User can add more row to add more site for this case
DELETE SELECTED	Button	The user can select is button to delete rows and date for all delete check boxes that have been checked
Remarks section:		
CLIENT REMARKS	O	The user can provide remark in regards to the submissions to a maximum of 512 characters
RETURN TO MENU	Button	This button will direct the user to the FNC Sub Menu page
NEXT	Button	This button will direct the user to the next page

Legend:

M: Mandatory field
O: Optional field

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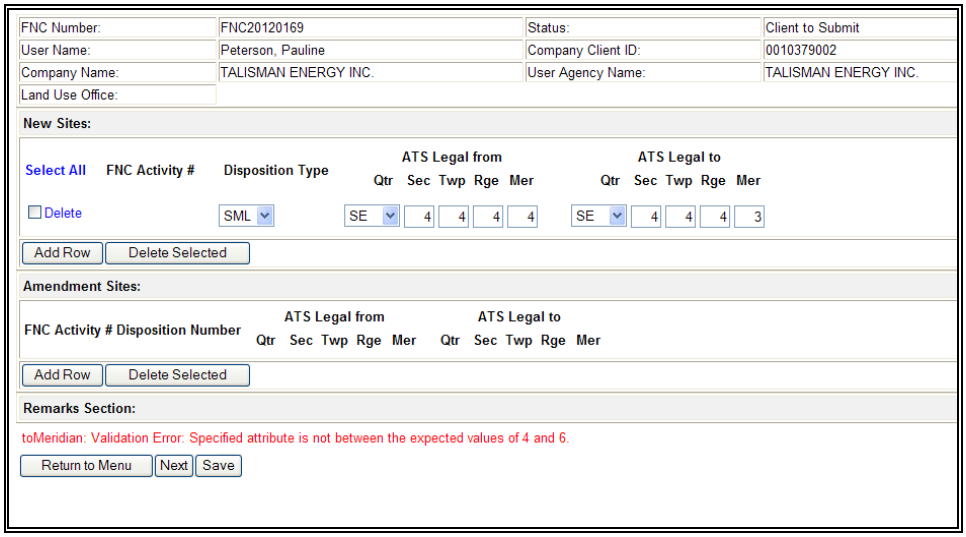
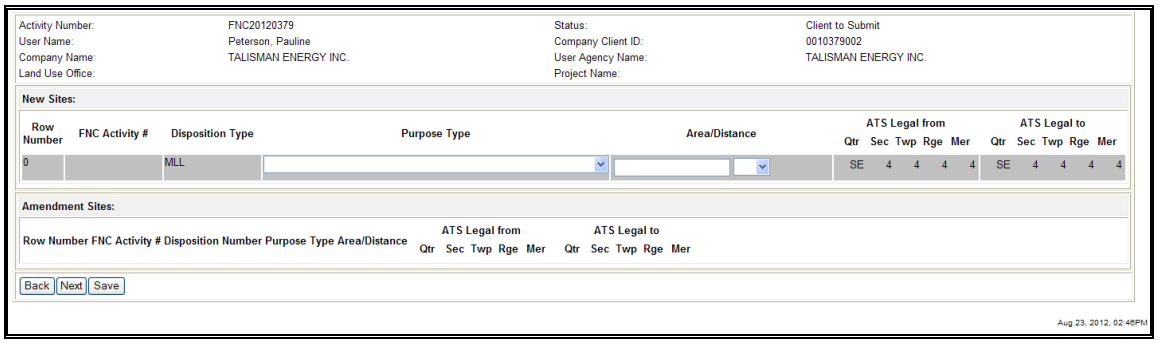
3.6 New FNC Error Messages



Error in the input of the Meridian

3.7 Select FNC Site Disposition Purpose Page



The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Header Information		
FNC NUMBER	Display	Displays the FNC number provided by the system for the case beginning created
STATUS:	Display	Displays the status of the FNC
USER NAME	Display	Displays the name of the user doing the FNC in the system
COMPANY ID	Display	Display the Client ID provided by the user
COMPANY NAME	Display	Displays the company name associated to the Client ID provided by the user
USER AGENCY NAME	Display	Displays the company name of the user
LAND USE OFFICE	Display	Displays the Land Use Region from which the FNC activities fall within (this data will be uploaded into this field by EDS upon the successful submission of a FNC Assessment Request

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Field or button name	Properties	Name/Remarks
		to ESRD)
PROJECT NAME	Display	User inputs Client Project Name as required
FNC Content - New Sites		
ROW NUMBER	Display	Row number provide to the record by the system
FNC ACTIVITY #	Display	Display the FNC Site number for each record (the FNC site number will not appear until the FNC is submitted to ESRD)
DISPOSITION TYPE	Display	Displays the disposition type as selected by the user
PURPOSE TYPE	Dropdown	Displays the Purpose Type for the proposed activity as selected by the user. The selection list is determined by the disposition type the use has selected.
AREA/DISTANCE NUMBER	M	User inputs an number for the area or length of the disposition
AREA/DISTANCE TYPE	M	User selects the type of area or length number entered
ATS LEGAL FROM	Display	Displays the ATS From legal the user has provided
ATS LEGAL TO	Display	Displays the ATS To legal the user has provided
FNC Content - Amendment Sites		
ROW NUMBER	Display	Row number provide to the record by the system
FNC ACTIVITY #	Display	Display the FNC Site number for each record (the FNC site number will not appear until the FNC is submitted to ESRD)
DISPOSITION NUMBER	Display	Display the disposition number as provided by the user
PURPOSE TYPE	Dropdown	Displays the Purpose type for the Amended Disposition as selected by the user. The selection list is determined by the disposition type the use has selected.
AREA/DISTANCE NUMBER	M	User inputs an number for the area or length of the disposition
AREA/DISTANCE TYPE	M	User selects the type of area or length number entered
ATS LEGAL FROM	Display	Displays the ATS From legal the user has provided
ATS LEGAL TO	Display	Displays the ATS To legal the user has provided
BACK	Button	This button will direct the user to the pervious page
NEXT	Button	This button will direct the user to the next page
SAVE	Button	This button will save the FNC to the workspace for later editing and submission

Legend:

M: Mandatory field
O: Optional field

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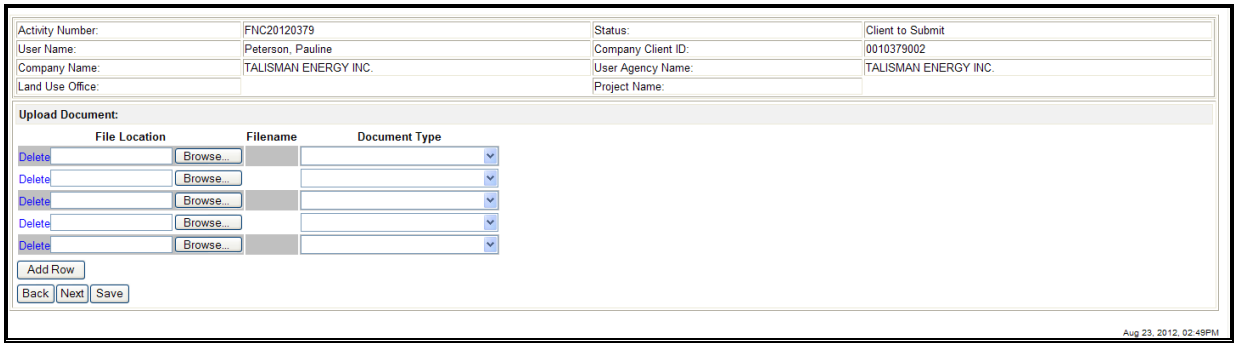
3.8 Document Upload Page



The following table lists all elements on this screen:

Field or button name	Properties	Name/Remarks
FNC NUMBER	Display	Displays the FNC number provided by the system for the case beginning created
STATUS:	Display	Displays the status of the FNC
USER NAME	Display	Displays the name of the user doing the FNC in the system
COMPANY ID	Display	Display the Client ID provided by the user
COMPANY NAME	Display	Displays the company name associated to the Client ID provided by the user
USER AGENCY NAME	Display	Displays the company name of the user
LAND USE OFFICE	Display	Displays the Land Use Region from which the FNC activities fall within (this data will be uploaded into this field by EDS upon the successful submission of a FNC Assessment Request to ESRD)
PROJECT NAME	Display	User inputs Client Project Name as required
Upload Document		
DELETE	Hyper Text	Selection will delete the row
FILE LOCATION	Displays	Displays the Browse selection Refer to Appendix A for naming conventions
BROWSE	Button	Enables the user to browse local drive for a file to upload
DOCUMENT TYPE	Dropdown	The user can select the type of document that is being uploaded. Refer to Appendix A for descriptions
ADD ROW	Button	This button will add more row to enable additional documents to be uploaded
BACK	Button	This button will direct the user to the pervious page
NEXT	Button	This button will direct the user to the next page
SAVE	Button	This button will save the FNC to the workspace for later editing and submission

Legend:

M: Mandatory field

O: Optional field

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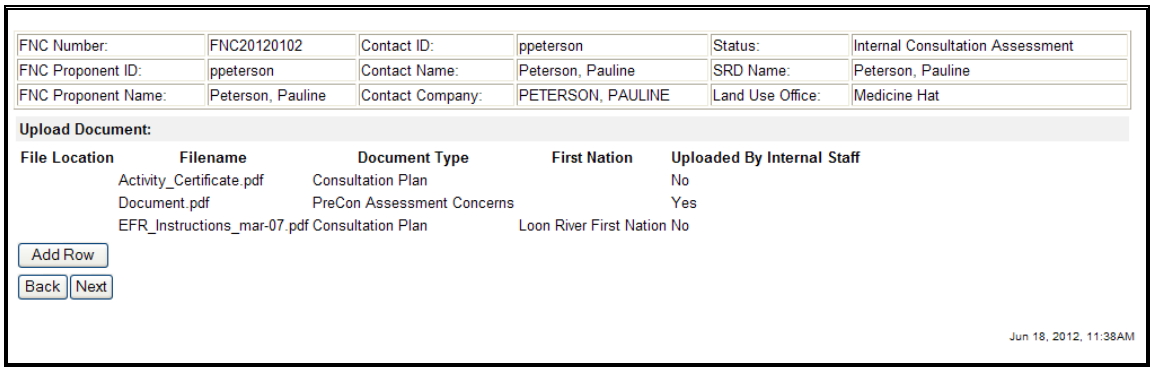
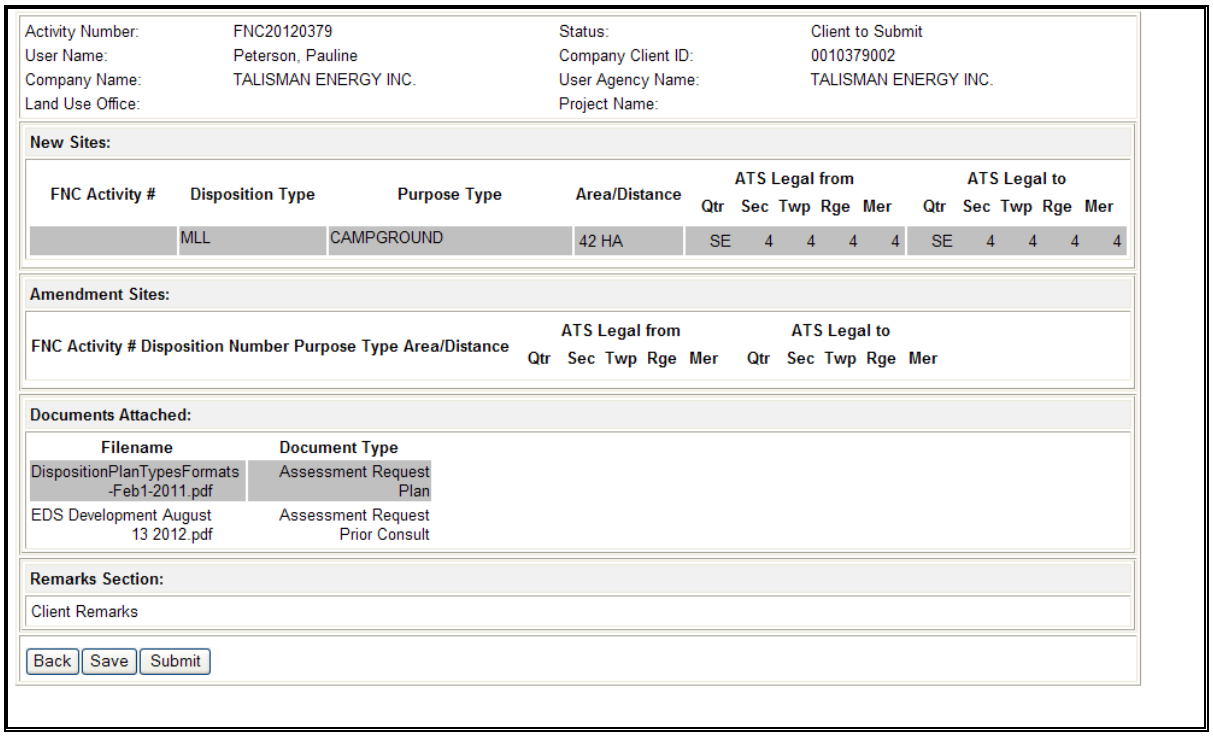

FNC Number: FNC20120102 Contact ID: ppeterson Status: Internal Consultation Assessment
FNC Proponent ID: ppeterson Contact Name: Peterson, Pauline SRD Name: Peterson, Pauline
FNC Proponent Name: Peterson, Pauline Contact Company: PETERSON, PAULINE Land Use Office: Medicine Hat
Upload Document:
File Location Filename Document Type First Nation Uploaded By Internal Staff
Activity_Certificate.pdf Consultation Plan No
Document.pdf PreCon Assessment Concerns Yes
EFR_Instructions_mar-07.pdf Consultation Plan Loon River First Nation No
Add Row
Back Next
Jun 18, 2012, 11:38AM

Depending on where in the process sometimes the upload page will display as above showing a list of files that were previously uploaded.

3.9 FNC Save/Submit Confirmation Page


Activity Number: FNC20120379 Status: Client to Submit
User Name: Peterson, Pauline Company Client ID: 0010379002
Company Name: TALISMAN ENERGY INC. User Agency Name: TALISMAN ENERGY INC.
Land Use Office: Project Name:
New Sites:
FNC Activity # Disposition Type Purpose Type Area/Distance ATS Legal from Qtr Sec Twp Rge Mer ATS Legal to Qtr Sec Twp Rge Mer
MLL CAMPGROUND 42 HA SE 4 4 4 4 SE 4 4 4 4
Amendment Sites:
FNC Activity # Disposition Number Purpose Type Area/Distance ATS Legal from Qtr Sec Twp Rge Mer ATS Legal to Qtr Sec Twp Rge Mer
Documents Attached:
Filename Document Type
DispositionPlanTypesFormats-Feb1-2011.pdf Assessment Request Plan
EDS Development August 13 2012.pdf Assessment Request Prior Consult
Remarks Section:
Client Remarks
Back Save Submit

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
FNC NUMBER	Display	Displays the FNC number provided by the system for the case beginning created
STATUS:	Display	Displays the status of the FNC
USER NAME	Display	Displays the name of the user doing the FNC in the system
COMPANY ID	Display	Display the Client ID provided by the user
COMPANY NAME	Display	Displays the company name associated to the Client ID provided by the user
USER AGENCY NAME	Display	Displays the company name of the user
LAND USE OFFICE	Display	Displays the Land Use Region from which the FNC activities fall within (this data will be uploaded into this field by EDS

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Field or button name	Properties	Name/Remarks
		upon the successful submission of a FNC Assessment Request to ESRD)
PROJECT NAME	Display	User inputs Client Project Name as required
New Sites		
FNC ACTIVITY #	Display	Displays the FNC Site number for each record (the site number will not appear until the FNC is submitted to ESRD)
DISPOSITION TYPE	Display	Displays the disposition type of the proposed activity as selected by the user
PURPOSE TYPE	Display	Displays the purpose type of the proposed activity as selected by the user.
ATS LEGAL FROM	Display	Displays the ATS From legal the user has provided
ATS LEGAL TO	Display	Displays the ATS To legal the user has provided
Amendment Sites		
FNC ACTIVITY #	Display	Display the FNC Site number for each record (the site number will not appear until the FNC is submitted to ESRD)
DISPOSITION NUMBER	Display	Displays the disposition number as identified by the user
PURPOSE TYPE	Display	Displays the purpose type of the disposition activity as selected by the user.
ATS LEGAL FROM	Display	Displays the ATS From legal the user has provided
ATS LEGAL TO	Display	Displays the ATS To legal the user has provided
Documents Attached		
FILENAME	Displays	Displays the Browse selection
DOCUMENT TYPE	Display	Display the user's selection
Remarks Section		
CLIENT REMARKS	Display	Displays the remarks provided by the user
BACK	Button	This button will direct the user to the pervious page
SAVE	Button	This button will save the FNC to the workspace for later editing and submission
SUBMIT	Button	This button will submit the FNC to ESRD.

Legend:

M: Mandatory field
O: Optional field

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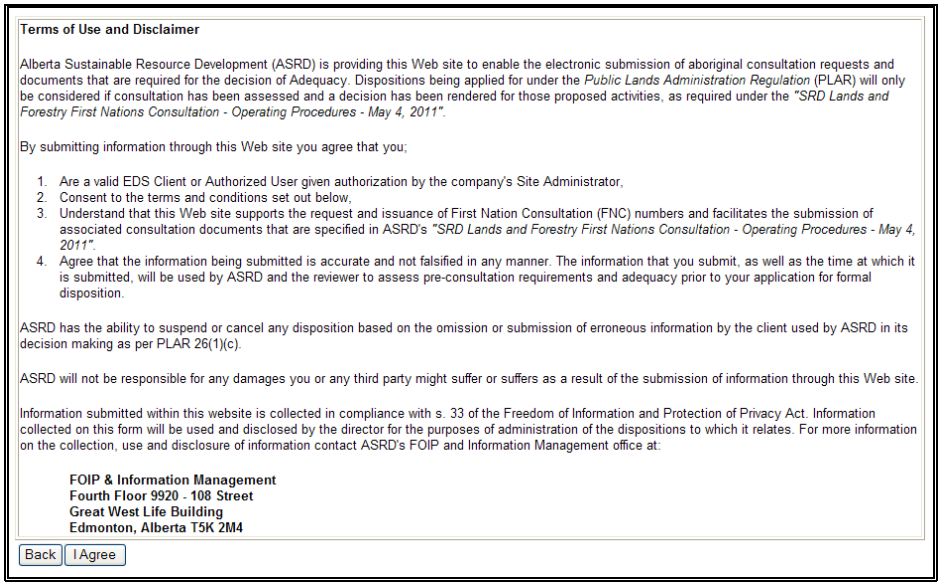
3.10 Terms of Use and Disclaimer Page



Terms of Use and Disclaimer

Alberta Sustainable Resource Development (ASRD) is providing this Web site to enable the electronic submission of aboriginal consultation requests and documents that are required for the decision of Adequacy. Dispositions being applied for under the *Public Lands Administration Regulation* (PLAR) will only be considered if consultation has been assessed and a decision has been rendered for those proposed activities, as required under the *"SRD Lands and Forestry First Nations Consultation - Operating Procedures - May 4, 2011"*.

By submitting information through this Web site you agree that you;

1. Are a valid EDS Client or Authorized User given authorization by the company's Site Administrator,
2. Consent to the terms and conditions set out below,
3. Understand that this Web site supports the request and issuance of First Nation Consultation (FNC) numbers and facilitates the submission of associated consultation documents that are specified in ASRD's *"SRD Lands and Forestry First Nations Consultation - Operating Procedures - May 4, 2011"*.
4. Agree that the information being submitted is accurate and not falsified in any manner. The information that you submit, as well as the time at which it is submitted, will be used by ASRD and the reviewer to assess pre-consultation requirements and adequacy prior to your application for formal disposition.

ASRD has the ability to suspend or cancel any disposition based on the omission or submission of erroneous information by the client used by ASRD in its decision making as per PLAR 26(1)(c).

ASRD will not be responsible for any damages you or any third party might suffer or suffers as a result of the submission of information through this Web site.

Information submitted within this website is collected in compliance with s. 33 of the Freedom of Information and Protection of Privacy Act. Information collected on this form will be used and disclosed by the director for the purposes of administration of the dispositions to which it relates. For more information on the collection, use and disclosure of information contact ASRD's FOIP and Information Management office at:

FOIP & Information Management
Fourth Floor 9920 - 108 Street
Great West Life Building
Edmonton, Alberta T5K 2M4

Back | I Agree

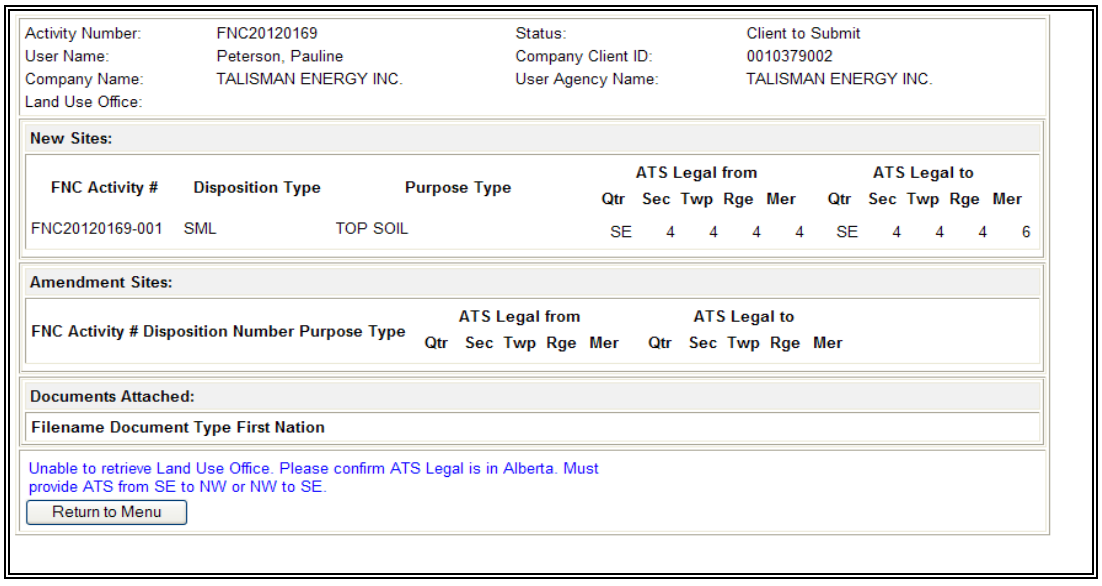
The Following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Back	Button	This button will allow the user to go to the previous page
I Agree	Button	This button will submit to the department and indicates that the user agrees to the statement presented on the page

Legend:

M: Mandatory field
O: Optional field

3.11 Submit Error Messages



Activity Number:	FNC20120169	Status:	Client to Submit
User Name:	Peterson, Pauline	Company Client ID:	0010379002
Company Name:	TALISMAN ENERGY INC.	User Agency Name:	TALISMAN ENERGY INC.
Land Use Office:			

New Sites:

FNC Activity #	Disposition Type	Purpose Type	ATS Legal from					ATS Legal to				
			Qtr	Sec	Twp	Rge	Mer	Qtr	Sec	Twp	Rge	Mer
FNC20120169-001	SML	TOP SOIL	SE	4	4	4	4	SE	4	4	4	6

Amendment Sites:

FNC Activity #	Disposition Number	Purpose Type	ATS Legal from					ATS Legal to				
			Qtr	Sec	Twp	Rge	Mer	Qtr	Sec	Twp	Rge	Mer

Documents Attached:

Filename	Document Type	First Nation

Unable to retrieve Land Use Office. Please confirm ATS Legal is in Alberta. Must provide ATS from SE to NW or NW to SE.

Return to Menu

The lands provide are to from the NW to SE configuration or the lands indicated are not in Alberta as such the Land Use region cannot be obtained.

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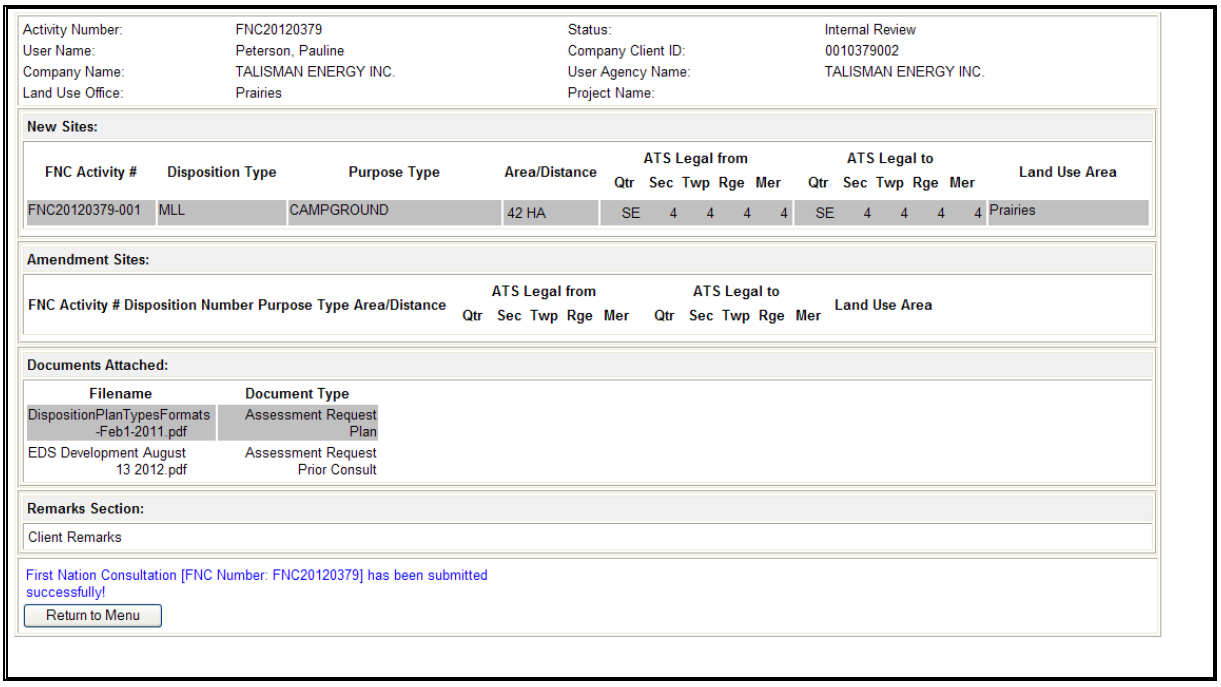
3.12 Successful Submission Page


Activity Number: FNC20120379
Status: Internal Review
User Name: Peterson, Pauline
Company Client ID: 0010379002
Company Name: TALISMAN ENERGY INC.
User Agency Name: TALISMAN ENERGY INC.
Land Use Office: Prairies
Project Name:
New Sites:
FNC Activity # Disposition Type Purpose Type Area/Distance ATS Legal from Qtr Sec Twp Rge Mer ATS Legal to Qtr Sec Twp Rge Mer Land Use Area
FNC20120379-001 MLL CAMPGROUND 42 HA SE 4 4 4 4 SE 4 4 4 4 Prairies
Amendment Sites:
FNC Activity # Disposition Number Purpose Type Area/Distance ATS Legal from Qtr Sec Twp Rge Mer ATS Legal to Qtr Sec Twp Rge Mer Land Use Area
Documents Attached:
Filename Document Type
DispositionPlanTypesFormats-Feb1-2011.pdf Assessment Request Plan
EDS Development August 13 2012.pdf Assessment Request Prior Consult
Remarks Section:
Client Remarks
First Nation Consultation [FNC Number: FNC20120379] has been submitted successfully!
Return to Menu

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
FNC NUMBER	Display	Displays the FNC number provided by the system for the case beginning created
STATUS:	Display	Displays the status of the FNC
USER NAME	Display	Displays the name of the user doing the FNC in the system
COMPANY ID	Display	Display the Client ID provided by the user
COMPANY NAME	Display	Displays the company name associated to the Client ID provided by the user
USER AGENCY NAME	Display	Displays the company name of the user
LAND USE OFFICE	Display	Displays the Land Use Region from which the FNC activities fall within (this data will be uploaded into this field by EDS upon the successful submission of a FNC Assessment Request to ESRD)
PROJECT NAME	Display	User inputs Client Project Name as required
New Sites		
FNC ACTIVITY #	Display	Displays the FNC Site number for each record (the site number will not appear until the FNC is submitted to ESRD)
DISPOSITION TYPE	Display	Displays the disposition type of the proposed activity as selected by the user
PURPOSE TYPE	Display	Displays the purpose type of the proposed activity as selected by the user.

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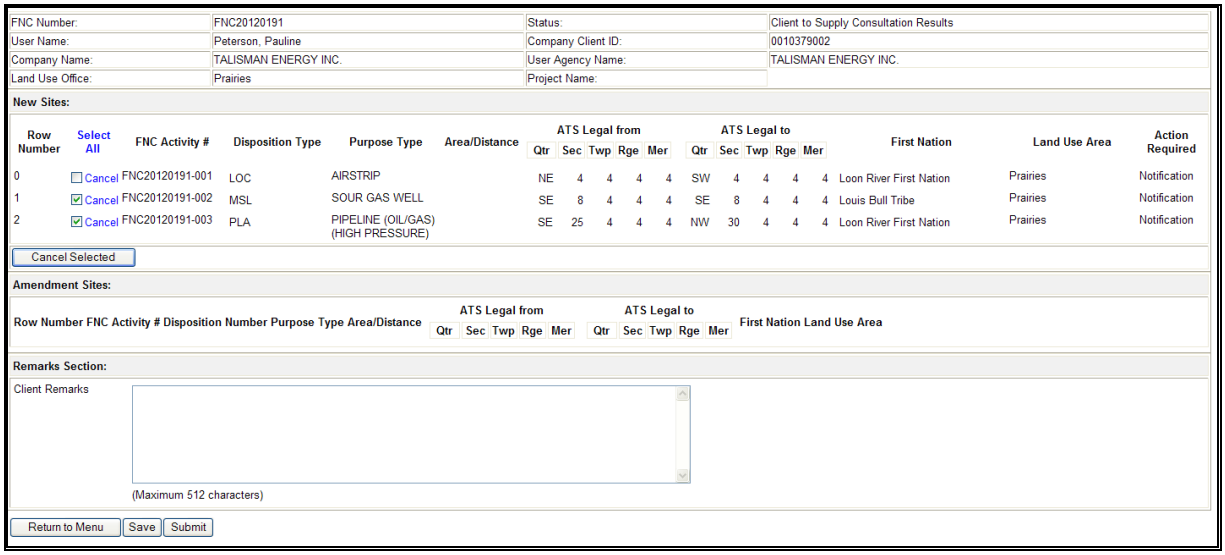
Field or button name	Properties	Name/Remarks
ATS LEGAL FROM	Display	Displays the ATS From legal the user has provided
ATS LEGAL TO	Display	Displays the ATS To legal the user has provided
Amendment Sites		
FNC ACTIVITY #	Display	Display the FNC Site number for each record (the site number will not appear until the FNC is submitted to ESRD)
DISPOSITION NUMBER	Display	Displays the disposition number as identified by the user
PURPOSE TYPE	Display	Displays the purpose type of the disposition activity as selected by the user.
ATS LEGAL FROM	Display	Displays the ATS From legal the user has provided
ATS LEGAL TO	Display	Displays the ATS To legal the user has provided
Documents Attached		
FILENAME	Displays	Displays the Browse selection
DOCUMENT TYPE	Display	Display the user's selection
Remarks Section		
CLIENT REMARKS	Display	Displays the remarks provided by the user
RETURN TO MENU	Button	This button will direct the user to the FNC Sub Menu page

Legend:

M: Mandatory field

O: Optional field

4.0 Cancelling a FNC Site


FNC Number: FNC20120191
Status: Client to Supply Consultation Results
User Name: Peterson, Pauline
Company Client ID: 0010379002
Company Name: TALISMAN ENERGY INC.
User Agency Name: TALISMAN ENERGY INC.
Land Use Office: Prairies
Project Name:
New Sites:
Row Number
Select All
FNC Activity #
Disposition Type
Purpose Type
Area/Distance
ATS Legal from
ATS Legal to
Qtr Sec Twp Rge Mer
First Nation
Land Use Area
Action Required
0 Cancel FNC20120191-001 LOC AIRSTRIP NE 4 4 4 4 SW 4 4 4 4 Loon River First Nation Prairies Notification
1 Cancel FNC20120191-002 MSL SOUR GAS WELL SE 8 4 4 4 SE 8 4 4 4 Louis Bull Tribe Prairies Notification
2 Cancel FNC20120191-003 PLA PIPELINE (OIL/GAS) (HIGH PRESSURE) SE 25 4 4 4 NW 30 4 4 4 Loon River First Nation Prairies Notification
Cancel Selected
Amendment Sites:
Row Number FNC Activity # Disposition Number Purpose Type Area/Distance
ATS Legal from
ATS Legal to
Qtr Sec Twp Rge Mer
First Nation Land Use Area
Remarks Section:
Client Remarks
(Maximum 512 characters)
Return to Menu
Save
Submit

Field or button name	Properties	Name/Remarks
Header Information		
FNC NUMBER	Display	Displays the FNC number provided by the system for the case beginning created
STATUS:	Display	Displays the status of the FNC

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Field or button name	Properties	Name/Remarks
USER NAME	Display	Displays the name of the user doing the FNC in the system
COMPANY ID	Display	Display the Client ID provided by the user
COMPANY NAME	Display	Displays the company name associated to the Client ID provided by the user
USER AGENCY NAME	Display	Displays the company name of the user
LAND USE OFFICE	Display	Displays the Land Use Region from which the FNC activities fall within (this data will be uploaded into this field by EDS upon the successful submission of a FNC Assessment Request to ESRD)
PROJECT NAME	Display	User inputs Client Project Name as required
FNC Content - New Sites		
ROW NUMBER	Display	Row number provide to the record by the system
SELECT ALL	Hyper Text	Selection this hyper text will check all the delete boxes
CANCEL or UNCANCEL	Check Box	Activates the cancel check box to cancel sites from this record
DISPOSITION TYPE	Drop down	Select the type of disposition that is proposed for the site record. The disposition type selected here must match the disposition type during application.
ATS LEGAL FROM – ATS LEGAL TO	M	Displays a two ATS-Point reference of the activity being proposed. Both points are to include the scope of the project (see Appendix B). These locations are used to identify the Land Use office, to which the FNC review will be conducted.
• ATS LEGAL FROM QTR	Drop Down	Select the very **southeast quarter** of the site. Allowable selections: Southeast, Southwest, Northeast or Northwest
• ATS LEGAL TO QTR	Drop Down	Select the very **northwest quarter** of the site. Allowable selections: Southeast, Southwest, Northeast or Northwest
• ATS LEGAL SEC	M	User inputs the section number
• ATS LEGAL TWP	M	User inputs the township number
• ATS LEGAL RGE	M	User input the range number
• ATS LEGAL MER	M	User input the meridian number
ATS LEGAL TO	M	Select the very northwest quarter of the site.
ADD ROW	Button	User can add more row to add more site for this case
CANCEL SELECTED	Button	The user can select is button to cancel sites for this FNC case. This button must be selected before submitting the change
FNC Content - Amendment Sites		
ROW NUMBER	Display	Row number provide to the record by the system
SELECT ALL	Hyper Text	Selection this hyper text will check all the delete boxes
CANCEL or UNCANCEL	Check Box	Activates the cancel check box to cancel sites from this record
DISPOSITION NUMBER	M	Displays the disposition number of the disposition(s) that will

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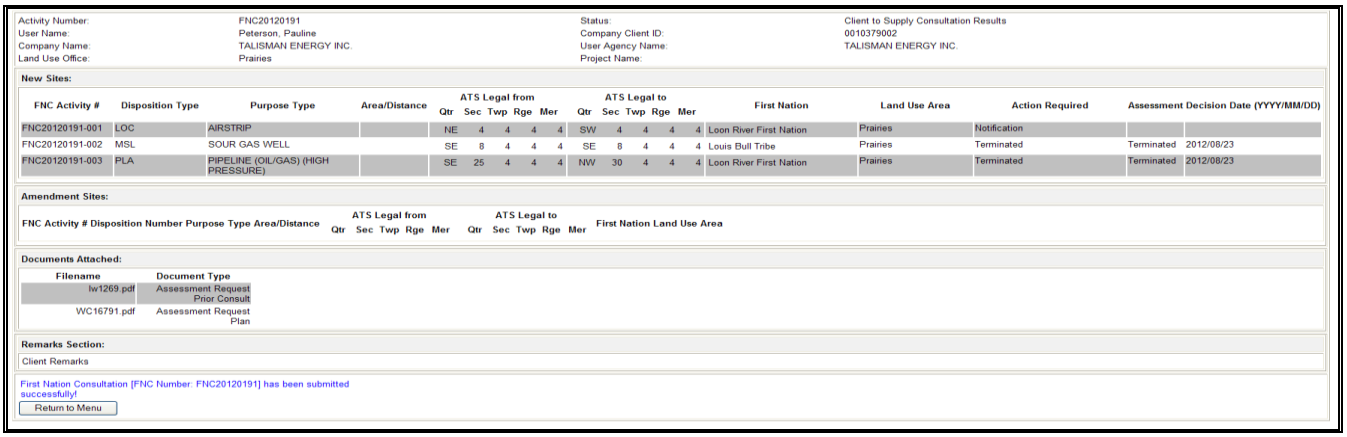
Field or button name	Properties	Name/Remarks
		be amended as inputted by the user. This disposition must exist and be active within GLIMPS for the FNC case file to proceed.
ATS LEGAL FROM – ATS LEGAL TO	M	Displays a two ATS-Point reference of the activity being proposed. Both points are to include the scope of the project (see Appendix B). These locations are used to identify the Land Use office, to which the FNC review will be conducted.
• ATS LEGAL FROM QTR	Drop Down	Select the very **southeast quarter** of the site. Allowable selections: Southeast, Southwest, Northeast or Northwest
• ATS LEGAL TO QTR	Drop Down	Select the very **northwest quarter** of the site. Allowable selections: Southeast, Southwest, Northeast or Northwest
• ATS LEGAL SEC	M	User inputs the section number
• ATS LEGAL TWP	M	User inputs the township number
• ATS LEGAL RGE	M	User input the range number
• ATS LEGAL MER	M	User input the meridian number
ADD ROW	Button	User can add more row to add more site for this case
CANCEL SELECTED	Button	The user can select is button to cancel sites for this FNC case. This button must be selected before submitting the change
Remarks section:		
CLIENT REMARKS	O	The user can provide remark in regards to the submissions to a maximum of 512 characters
SAVE	Button	This button will save the FNC to the workspace for later editing and submission
SUBMIT	Button	This button will submit the FNC to ESRD.

Legend:

M: Mandatory field

O: Optional field

4.1 Successful Submission Page


Activity Number: FNC20120191
User Name: Peterson, Pauline
Company Name: TALISMAN ENERGY INC.
Land Use Office: Prairies
Status: Client to Supply Consultation Results
Company Client ID: 0010379002
User Agency Name: TALISMAN ENERGY INC.
Project Name:
New Sites:
FNC Activity # | Disposition Type | Purpose Type | Area/Distance | ATS Legal from Qtr Sec Twp Rge Mer | ATS Legal to Qtr Sec Twp Rge Mer | First Nation | Land Use Area | Action Required | Assessment Decision Date (YYYY/MM/DD)
FNC20120191-001 | LOC | AIRSTRIP | NE 4 4 4 4 | SW 4 4 4 4 | Loon River First Nation | Prairies | Notification
FNC20120191-002 | MSL | SOUR GAS WELL | SE 8 4 4 4 | SE 8 4 4 4 | Louis Bull Tribe | Prairies | Terminated | Terminated | 2012/08/23
FNC20120191-003 | PLA | PIPELINE (OIL/GAS) (HIGH PRESSURE) | SE 25 4 4 4 | NW 30 4 4 4 | Loon River First Nation | Prairies | Terminated | Terminated | 2012/08/23
Amendment Sites:
FNC Activity # | Disposition Number | Purpose Type | Area/Distance | ATS Legal from Qtr Sec Twp Rge Mer | ATS Legal to Qtr Sec Twp Rge Mer | First Nation | Land Use Area
Documents Attached:
Filename | Document Type
lw1269.pdf | Assessment Request Prior Consult
WC16791.pdf | Assessment Request Plan
Remarks Section:
Client Remarks
First Nation Consultation [FNC Number: FNC20120191] has been submitted successfully!
Return to Menu

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4.2 Cancel FNC Case

To cancel a FNC case file ensure that all sites have been cancelled

5.0 EDS Managing Allowable Client ID Screens

First Nations Proponent is able to manage companies or individuals that are able to create and manage FNC on their behalf. The Proponent must designate a user within the company. That user will need an EDS account with the role of a site administrator. The site administrator following the steps below can add or remove Client IDs are required. All users with a Client IDs that are within the Allowed Client list will be able to submit or edit FNC for the proponent.

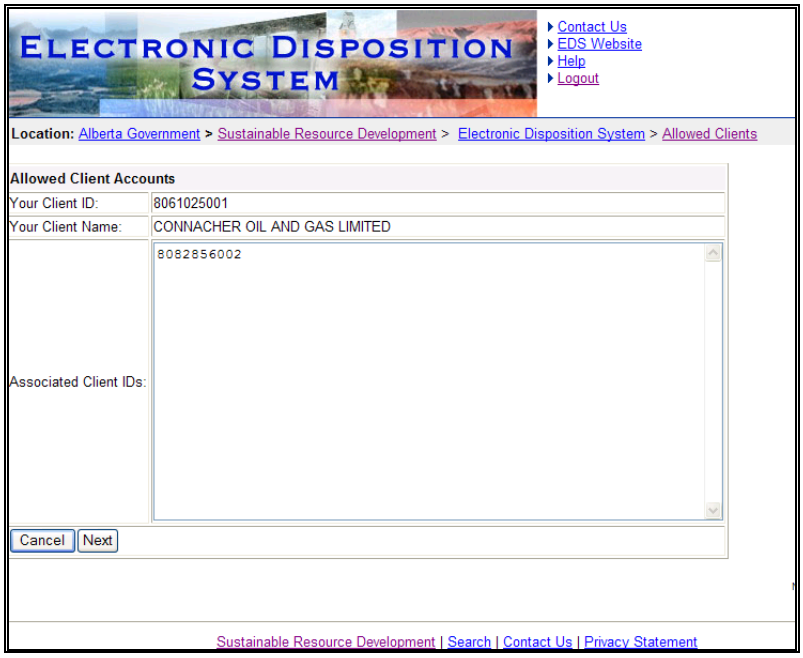
Alternatively if there is no site administrator available the Surface Material Lease holder can fax to EDS Support a list of companies or individual that would submit Annual Returns or Accrual Reports on their behalf. Ensure that the fax is on company letter head and signed by an authorized staff. The Department will refer to this letter if any disputes occur. The responsibility to ensure the list is up to date is the SML holder's.

Once a Site Administrator has successfully logged into EDS and the main menu is displayed, the user should select option 2 Disposition Maintenance and then select option 4 Allow Clients Edit.

ELECTRONIC DISPOSITION SYSTEM
Contact Us
EDS Website
Help
Logout
Alberta Government
Location: Alberta Government > Sustainable Resource Development > Electronic Disposition System
Disposition Maintenance
Please make a selection
1. Area Operating Agreement Maintenance
This selection will enable you to submit AOA Monthly Status Report.
2. Site Entry Submissions
This selection will enable you to submit a site-entry.
3. SML Annual Return
This selection will enable you to send Annual Return data for SML disposition.
4. Allowed Clients Edit
This selection will enable you to edit the list of other clients allowed to manage your data.
Warning: Please refrain from using the Browser "Back" function or "Enter" key while using selection 1.
Nov 16, 2011, 09:28AM
Sustainable Resource Development | Search | Contact Us | Privacy Statement
The user agrees to the terms and conditions set out in the Copyright and Disclaimer statement.
© 2006 Government of Alberta

© 2012 Government of Alberta

5.1 Add Client ID Screen



Add Client ID Screen Components

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
YOUR CLIENT ID	Display	Displays the client ID associated to your EDS account. The system auto-populates this field from the user account information. Clients can acquire this from Client Registry.
YOUR CLIENT NAME	Display	Displays the name associated to your client ID. The system auto-populates this field from the user account information.
ASSOCIATED CLIENT IDS	O	The Site Administrator is able to add or remove client ID's of companies or other authorized representatives for submissions of Annual Returns and Accrual Reports.
CANCEL	Button	Selecting this button will return the user to the Disposition Maintenance menu.
NEXT	Button	Selecting this button displays the Allowed Clients Accounts confirmation screen.

Legend:

M: Mandatory field
O: Optional field

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5.2 Confirming Client ID Screen

ELECTRONIC DISPOSITION SYSTEM
Contact Us
EDS Website
Help
Logout
Location: Alberta Government > Sustainable Resource Development > Electronic Disposition System > Allowed Clients
Allowed Client Accounts
Your Client ID: 8061025001
Your Client Name: CONNACHER OIL AND GAS LIMITED
Associated Client IDs:
client name
8082856002 NORMKO RESOURCES INC.
Cancel Back Save
Nov 01, 2011
Sustainable Resource Development | Search | Contact Us | Privacy Statement
The user agrees to the terms and conditions set out in the Copyright and Disclaimer statement.
© 2006 Government of Alberta

Confirmation for Client ID Screen Components

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
YOUR CLIENT ID	Display	Displays the client ID associated to your account.
YOUR CLIENT NAME	Display	Displays the name associated to your client ID.
ASSOCIATED CLIENT IDS	Display	Displays client ID of companies or authorized representatives that will be granted permissions to submit Annual Returns and Accrual Reports on behalf of the disposition holder.
CANCEL	Button	Cancel Selecting this button will return the user to the Disposition Maintenance menu.
BACK	Button	Selecting this button returns the user to the previous screen.
SAVE	Button	Selecting this button saves the data to the system.

Legend:

M: Mandatory field

O: Optional field

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6.0 Using EDS

6.1 Create a New Assessment (Quick Reference)

1. Select **CREATE/EDIT FNC** from the FNC sub-menu
2. Input the **CLIENT ID** of the company that owns existing or propose disposition
3. Click the **SEARCH** button
4. Select **NEW** within the search results
5. The site input page is displayed. Enter new site in the **NEW SITES** area:
    - Select disposition type
    - Select the **FROM QUARTER SECTION** of the very NW corner of a box around the site
    - Enter the **FROM SECTION** number of the very NW corner of a box around the site
    - Enter the **FROM TOWNSHIP** of the very NW corner of a box around the site
    - Enter the **FROM RANGE** of the very NW corner of a box around the site
    - Enter the **FROM MERIDIAN** of the very NW corner of a box around the site
6. If more New Sites need to be entered select **ADD ROW** to increase data entry lines
7. If there are existing dispositions that amendments will be filed that require consultation enter data in the **AMENDMENT SITES** area:
    - Enter the disposition number (include the three letter disposition type)
    - Select the **FROM QUARTER SECTION** of the very NW corner of a box around the site
    - Enter the **FROM SECTION** number of the very NW corner of a box around the site
    - Enter the **FROM TOWNSHIP** of the very NW corner of a box around the site
    - Enter the **FROM RANGE** of the very NW corner of a box around the site
    - Enter the **FROM MERIDIAN** of the very NW corner of a box around the site
8. The user can save work in progress by selecting **SAVE** and come back at a later time to complete the submission or **RETURN TO MENU** without saving work
9. Select **NEXT** to progress to display the next data entry page
10. The purpose page is displayed
11. In the New Site are select for the dropdown the **PURPOSE TYPE** for the disposition type
12. The user can save work in progress by selecting **SAVE** and come back at a later time to complete the submission or select **BACK** to correct any date from the previous pa**ge**
13. Select **NEXT** to progress to display the next data entry page
14. The **UPLOAD DOCUMENT** page is displayed;
    - Select the **BROWSE** button to find the document that is required to be submitted
    - Once the document is selected the **FILE LOCATION** displays the path and name of the document
    - Select the **DOCUMENT TYPE** for the dropdown selection
    - If the **FIRST NATIONS** is know select from the dropdown. If the document is related to more than one First Nation add the document additional times for each First Nation.
15. The user can save work in progress by selecting **SAVE** and come back at a later time to complete the submission or select **BACK** to correct any date from the previous pa**ge**
16. Select **NEXT** to progress to display the next data entry page
17. The **CONFIRMATION** page is displayed. This is the opportunity for the user to review the data and to make any corrections if required

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18. The user can save work in progress by selecting **SAVE** and come back at a later time to complete the submission or select **BACK** to correct any date from the previous pages
19. Select **SUBMIT** to progress to display the next page.
20. The **TERMS OF USE AND DISCLAIMER** page is displayed
21. The user can select **BACK** to correct any date from the previous pages
22. The user can select **I AGREE** and:
    - The system will determine the Land Use field office
    - The system creates the Assessment document
    - The system will send the Assessment document to the user and Land Use field office indicating a case is ready for review.
    - The system will upload all the documents to a case file location in the Enterprise Content Management (ECM) system.
23. Successful is displayed if not the system display error messages indicting corrections required.

6.2 Submitting Consultative Documents (Quick Reference)

1. Select **CREATE/EDIT FNC** from the FNC sub-menu.
2. Input the **CLIENT ID** of the company that owns existing or propose disposition.
3. Click the **SEARCH** button
4. Select the **FNC NUMBER** under consideration
5. The FNC site page is displayed.
6. The user can save work in progress by selecting **SAVE** and come back at a later time to complete the submission or **RETURN TO MENU** without saving work
7. Select **NEXT** to progress to display the next page.
8. The user can save work in progress by selecting **SAVE** and come back at a later time to complete the submission or select **BACK** to the previous pa**ge**
9. Select **NEXT** to progress to display the next data entry page.
10. The **UPLOAD DOCUMENT** page is displayed
    - Select **ADD ROW** to add document row for selection
    - Select the **BROWSE** button to find the document that is required to be submitted
    - Once the document is selected the **FILE LOCATION** displays the path and name of the document
    - Select the **DOCUMENT TYPE** for the dropdown selection
    - If the **FIRST NATIONS** is know select from the dropdown. If the document is related to more than one First Nation add the document additional times for each First Nation.
11. The user can save work in progress by selecting **SAVE** and come back at a later time to complete the submission or select **BACK** to the previous pa**ge**
12. Select **NEXT** to progress to display the next page.
11. The **CONFIRMATION** page is displayed. This is the opportunity for the user to review the documents to be uploaded make any corrections if required.
12. The user can save work in progress by selecting **SAVE** and come back at a later time to complete the submission or select **BACK** to correct any document uploads from the previous pages
13. Select **SUBMIT** to progress to display the next page.
14. The **TERMS OF USE AND DISCLAIMER** page is displayed
15. The user can select **BACK** to correct any date from the previous pages

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16. The user can select **I AGREE** and:
    - The system will determine the Land Use field office
    - The system creates the Consultation Summary document
    - The system will send the Consultation Summary document to the user and Land Use field office indicating a case is ready for review.
    - The system will upload all the documents to the case file location in the Enterprise Content Management (ECM) system.
17. Successful is displayed if not the system display error messages indicting corrections required.

6.3 Submitting More Information (Quick Reference)

Select **CREATE/EDIT FNC** from the FNC sub-menu.

1. Input the **CLIENT ID** of the company that owns existing or propose disposition.
2. **Click the SEARCH button**
3. **Select the FNC NUMBER under consideration**
4. **The FNC site page is displayed.**
5. **The user can save work in progress by selecting SAVE and come back at a later time to complete the submission or RETURN TO MENU without saving work**
6. Select **NEXT** to progress to display the next page.
7. The user can save work in progress by selecting **SAVE** and come back at a later time to complete the submission or select **BACK** to the previous page
8. Select **NEXT** to progress to display the next data entry page.
9. The **UPLOAD DOCUMENT** page is displayed
    - Select **ADD ROW** to add document row for selection
    - Select the **BROWSE** button to find the document that is required to be submitted
    - Once the document is selected the **FILE LOCATION** displays the path and name of the document
    - Select the **DOCUMENT TYPE** for the dropdown selection
    - If the **FIRST NATIONS** is know select from the dropdown. If the document is related to more than one First Nation add the document additional times for each First Nation.
10. The user can save work in progress by selecting **SAVE** and come back at a later time to complete the submission or select **BACK** to the previous page
11. Select **NEXT** to progress to display the next page.
12. The **CONFIRMATION** page is displayed. This is the opportunity for the user to review the documents to be uploaded make any corrections if required.
13. The user can save work in progress by selecting **SAVE** and come back at a later time to complete the submission or select **BACK** to correct any document uploads from the previous pages
14. Select **SUBMIT** to progress to display the next page.
15. The **TERMS OF USE AND DISCLAIMER** page is displayed
16. The user can select **BACK** to correct any date from the previous pages
17. The user can select **I AGREE** and
18. The system will determine the Land Use field office
    - The system will send the user and Land Use field office an email indicating a case is ready for review.
    - The system will upload all the documents to the case file location in the Enterprise Content Management (ECM) system.

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19. Successful is displayed if not the system display error messages indicting corrections required.

6.4 Cancelling a FNC Site (Quick Reference)

1. Select **CANCEL FNC** from the FNC sub-menu.
2. Input the **CLIENT ID** of the company that owns existing or propose disposition.
3. Click the **SEARCH** button
4. Select the **FNC NUMBER** under consideration
5. The **FNC** site page is displayed.
    - The user must select the site to be **CANCEL** by selecting the check box
    - Then select the **CANCEL SELECTED** button
6. The user can **UNCANCEL** the site by un-checking the check box and selecting the **CANCEL SELECTED** button
7. The user can save work in progress by selecting SAVE and come back at a later time to complete the submission or **RETURN TO MENU** without saving work
8. Select **SUBMIT** to permanently cancel the site.
9. Successful is displayed if not the system display error messages indicting corrections required.

6.5 Cancelling a FNC Case (Quick Reference)

1. Select **CANCEL FNC** from the FNC sub-menu.
2. Input the **CLIENT ID** of the company that owns existing or propose disposition.
3. Click the **SEARCH** button
4. Select the **FNC NUMBER** under consideration
5. The **FNC** site page is displayed.
    - The user must select all sites to cancel the FNC case **CANCEL** by selecting the check box
    - Then select the **CANCEL SELECTED** button
6. The user can **UNCANCEL** the site by un-checking the check box and selecting the **CANCEL SELECTED** button
7. The user can save work in progress by selecting **SAVE** and come back at a later time to complete the submission or **RETURN TO MENU** without saving work
8. Select **SUBMIT** to permanently cancel the site.
9. Successful is displayed if not the system display error messages indicting corrections required.

6.6 How to Manage Allowed Clients (Quick Reference)

1. Select **ALLOWS CLIENTS EDIT**
2. Enter client ID, use a comma to separate client IDs
3. Select **NEXT**
4. Review the list to confirm the data
5. Select **SAVE** to save the data.

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7.0 Getting Support

If there are any problems with the SecureXNET login contact the GoA help desk at 1-888-427-1462 (1GOA).

EDS Support Team

Phone enquiries regarding login accounts/passwords or system problems should be directed to Lands Division Reception (780)427-3570 and your call

System and Documentation Feedback

Please forward any inquiries to eds.support@gov.ab.ca

Appendix A – EDS Dropdown Selection Reference

7.1 FNC Search Status

FNC Case Record Status	Description
Client to Submit	This FNC case is stored in workspace and has not been submitted to ESRD
Internal Review	This FNC case is being reviewed by ESRD staff
Internal Consultation Re-Assessment	This FNC case is being reviewed by ESRD
Completed Internal Consultation Review	This FNC case is complete
Client to Supply Consultation Results	This FNC case is waiting for the client to submit the consultation result for review by ESRD
Internal Consultation Assessment	This FNC case is being reviewed by ESRD
Cancelled by Requester	The FNC case has been cancelled. Case can only be viewed

7.2 First Nations Communities

Alexander First Nation
Alexis Nakota Sioux Nation
Aseniwuche Winewak Nation
Athabasca Chipewyan First Nation
Beaver First Nation
Beaver Lake Cree Nation
Bigstone Cree Nation
Blood Tribe
Chipewyan Prairie First Nation
Cold Lake First Nation
Dene Tha' First Nation
Doig River First Nation
Driftpile First Nation
Duncan's First Nation

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Enoch Cree Nation
Ermineskin Tribe
Fort McKay First Nation
Fort McMurray First Nation
Frog Lake First Nation
Heart Lake First Nation
Horse Lake First Nation
Kapawe'no First Nation
Kehewin Cree Nation
Little Red River Cree Nation
Loon River First Nation
Louis Bull Tribe
Lubicon Lake Band
Mikisew Cree First Nation
Montana Band
O'Chiese First Nation
Onion Lake Cree Nation
Paul First Nation
Peerless Trout
Piikani Nation
Saddle Lake First Nation
Samson Cree Nation
Sawridge First Nation
Siksika Nation
Smith's Landing First Nation
Stoney (Bearspaw) Band
Stoney (Chiniki) Band
Stoney (Wesley) Band
Sturgeon Lake Cree Nation
Sucker Creek First Nation
Sunchild First Nation
Swan River First Nation
Tallcree First Nation
Tsuu T'ina Nation
Whitefish (Goodfish) Lake First Nation
Whitefish Lake First Nation
Woodland Cree First Nation

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7.3 Dispositions Types and Purpose

Disposition Type	Purpose
EZE	Access Road
EZE	Anchor (Powerline Related)
EZE	Buried/Communication/Fibre Optics Cable
EZE	Communications Cable
EZE	Drainage And Irrigation - Non Profit
EZE	Drainage Ditch
EZE	Easement Right Of Way
EZE	Powerline
EZE	Railway Spurline - Non Profit
EZE	Railway Spurline
EZE	Sewer Line (Coal/Oil Sands/Quarry/Heavy Oil/In-Situ)
GEO	Exploration
LOC	Access Road - Coal/Oil Sands/Quarry/Heavy Oil/Insitu
LOC	Access Road - Municipalities
LOC	Access Road - Personal Use
LOC	Access Road - Timber
LOC	Access Road (Amendment Coal/Oil Sands/Quarry/Heavy Oil/In-Situ
LOC	Access Road (Amendment Oil/Gas)
LOC	Access Road (Coal/Oil Sands/Quarry/Heavy Oil/In-Situ)
LOC	Access Road (Oil And Gas Only)
LOC	Access Road (Oil And Gas)
LOC	Access Road For Transmission Line
LOC	Airstrip
LOC	Anchor
LOC	Aquatic Vegetation Control
LOC	Bank Stabilization
LOC	Berm
LOC	Boat Launch
LOC	Breakwater
LOC	Bridge
LOC	Causeway
LOC	Cooling And/Or Settling Pond
LOC	Culvert Crossing
LOC	Drainage And Irrigation - Non Profit
LOC	Drainage Ditch
LOC	Drainage Ditch

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Disposition Type	Purpose
LOC	Dredging/Trenching
LOC	Dyke
LOC	Erosion Protection
LOC	Fire Guard
LOC	Gabion And/Or Weir
LOC	Monitoring Site(S)
LOC	Outfall
LOC	Pier Site - Non Commercial
LOC	Pier Site
LOC	Piezometer Site- Water Monitoring Site Coal/Oil Sands/Quarry/Heavy Oil/Insitu
LOC	Piezometer Site, Water Monitoring Site Industrial
LOC	Piezometer Site, Water Monitoring Site Non Industrial
LOC	Piezometer, Water Monitoring (Oil And Gas) (May Include Access Road)
LOC	Piezometer,Water Monitoring,Heave Monuments,Reflector Site (Coal/Oil Sands/Quarry/Heavy Oil/In-Situ)
LOC	Research Sample Plot
LOC	Reservoir
LOC	Septic Field - Non Profit
LOC	Septic Field
LOC	Sewer Line
LOC	Sewer Pipeline
LOC	Ski Development - Non Profit
LOC	Ski Development
LOC	Upland Habitat Development
LOC	Upland Habitat Management
LOC	Water Intake
LOC	Water Pipeline And Intake
LOC	Water Pipeline
LOC	Water Well
LOC	Wetland Habitat Development
MLL	Advertising Sign
MLL	Campground
MLL	Campsite (Oil & Gas)
MLL	Commercial Campsites
MLL	Commercial Recreational Development
MLL	Commercial Development
MLL	Compressor Site

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Disposition Type	Purpose
MLL	Educational/Research Site
MLL	Environmental Monitoring Site
MLL	Gas Plant Site
MLL	Golf Course
MLL	Heliport
MLL	Hunting/Fishing Lodge
MLL	Industrial Use
MLL	Land Farming
MLL	Landfill
MLL	Marina
MLL	Mill Site
MLL	Plant Site
MLL	Power Substation
MLL	Shooting Range
MLL	Ski Development
MLL	Stockpile
MLL	Storage Site
MLL	Tower Site
MLL	Trail Riding Base Camp
MLL	Transfer Site
MLL	Waste Disposal Site
MLL	Water Well (Coal/Oil-Sands/Quarry/Heavy Oil/In-Situ)
MLL	Water Well
MLP	Advertising Sign
MLP	Campsite
MLP	Dog Lots
MLP	Educational/Research Site
MLP	Environmental Monitoring Site
MLP	Horse Holding Area
MLP	Hunting/Fishing Lodge
MLP	Rig Storage
MLP	Stockpile Site
MLP	Trail Riding Base Camp
MME	Exploration
MSL	Battery Site
MSL	Battery Site
MSL	Coal Mining
MSL	Coal Mining

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Disposition Type	Purpose
MSL	Flare Stack
MSL	Flare Stack
MSL	Heavy Oil In-Situ
MSL	Heavy Oil/In-Situ
MSL	Oil Sands Facility (Mine)
MSL	Oil Sands Facility
MSL	Plant Site
MSL	Plant Site
MSL	Quarry
MSL	Quarry
MSL	Remote/Off Lease Sump (Coal/Oil Sands/Quarry/Heavy Oil /In-Situ)
MSL	Remote/Off Lease Sump (Oil & Gas)
MSL	Remote/Off Lease Sump
MSL	Satellite Site (Oil And Gas)
MSL	Satellite Site
MSL	Wellsite And Compressor Site
MSL	Wellsite And Compressor Site
MSL	Wellsite Water Injection Well
MSL	Wellsite Water Injection Well
MSL	Wellsite
MSL	Wellsite
MSL	Wellsite/Water Injection/Disposal Well Water Source (Coal/Oil Sands/Quarry/Heavy Oil /In-Situ)
MSL	Wellsite/Water Injection/Disposal Well Water Source (Oil & Gas)
PIL	Cathodic Protection/Anode Bed
PIL	Compressor Site
PIL	Compressor Site
PIL	Header Site
PIL	Header Site
PIL	Heater Site
PIL	Heater Site
PIL	Meter Station Site
PIL	Meter Station Site
PIL	Pipeline Installation
PIL	Pumping Station Site
PIL	Pumping Station Site
PIL	Riser Site
PIL	Riser Site

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Disposition Type	Purpose
PIL	Separator Site
PIL	Separator Site
PIL	Valve Site
PIL	Valve Site
PLA	Cathodic Protection
PLA	Cathodic Protection
PLA	Flowline
PLA	Flowline
PLA	Pipeline - (Gas Co-Op) (Low Pressure)
PLA	Pipeline (Gas Co-Op) (Low Pressure)
PLA	Pipeline (Oil/Gas) (High Pressure)
PLA	Pipeline (Oil/Gas) (High Pressure)
PLA	Water Injection Line
PLA	Water Injection Line
REA	Fibre Optic Cable
REA	Powerline
SMC	Sand And Gravel
SMC	Sand
SMC	Top Soil
SMC	Borrow Pit
SMC	Manufacturing Clay
SMC	Non-Manufacturing Clay
SME	Exploration
SML	Gravel
SML	Manufacturing Clay
SML	Marl
SML	Non-Manufacturing Clay
SML	Peat
SML	Sand And Gravel (Oil Sands)
SML	Sand And Gravel
SML	Sand
SML	Silt
SML	Top Soil
TFA	Borrow Pit
TFA	Additional Wellbore
TFA	Additional Area
TFA	Campsite
TFA	Educational/Resreach Site

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Disposition Type	Purpose
TFA	Oil Sand/Coal Exploration
TFA	Trail Riding Base Camp
TFA	Storage Site
TFA	Stockpile
TFA	Temporary Access
TFA	Temporary Watercourse Diversion
TFA	Water Pipeline

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7.4 Document Naming and Type

All documents must be in PDF format.

The "Client Filename" should contain clues as to what the document type might be and/or what client project the document may pertain to. The system will add the document type based on the user's selection and add this to the name as well as a date and time when storing documents.

Consultation Process	Document	Naming Convention	Document Type	Client Metadata	Description
FNC Assessment Request					
	Plan (Sketch, Survey or Project)	<Client Filename>	Assessment Request Plan	Attached by Client (general to FNC File)	Submission of appropriate plans/sketches of the proposed activities identified that will enable the reviewer to make an informed decision of whether consultation is required and with whom. - Site plans - Linear activities - Geophysical - InSitu
	Supporting documentation of previous Consultation efforts	<Client Filename>	Assessment Request Prior Consultation	Attached by Client (general to FNC File)	Documents for the reviewer to consider detailing consultation efforts that was already undertaken based on parallel approval processes illustrating the need for no further consultation. Ie. EIA, Regulated Pipelines, Large Transmission lines, for amendments (applicable prior consultation decisions on sites).
Procedural Aspects of Consultation					
	Notification Pkg to First Nation of Project/Program	<Client Filename>_<First Nation name>	Notification Package	Attached by Client (specific to FN)	Copy of notification package sent by the proponent to the specific First Nation complete with any and all activity sketches/plans/surveys and attachments submitted to define the project/program.

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Consultation Process	Document	Naming Convention	Document Type	Client Metadata	Description
	Notification Verification - Industry	<Client Filename>_<First Nation name>	Notification Verification	Attached by Client (specific to FN)	Copy of verification that the Plain Language Notification Pkg was sent to the First Nation and on which date.
	R of C Verification - Industry	<Client Filename>_<First Nation name>	Record Consultation Verification	Attached by Client (specific to FN)	Copy of verification that the Record of Consultation was sent to the First Nation and on which date.
	Record of Consultation	<Client Filename>_<First Nation name>	Record Consultation	Attached by Client (specific to FN)	Completed Record of consultation Form specific to each First Nation.
	First Nation - Letter of Non Objection	<Client Filename>_<First Nation name>	First Nation Letter of No Objection	Attached by Client specific to FN)	Letter submitted to the proponent by the First Nation of Non Objection of the activity occurring as proposed.
	Supporting documentation of Consultation efforts	<Client Filename>_<First Nation name>	Consultation Supporting Doc	Attached by Client (specific to FN)	Additional documentation supporting actions taken by the proponent during consultation efforts. Ie. Emails, phone logs, letters, past related consultation efforts and decisions, etc.
	Consultation Plan	<Client Filename>_<First Nation name>	Consultation Plan	Attached by Client (general to FNC File)	Consultation plan submitted based on a Pre-Consultation request of the Department.

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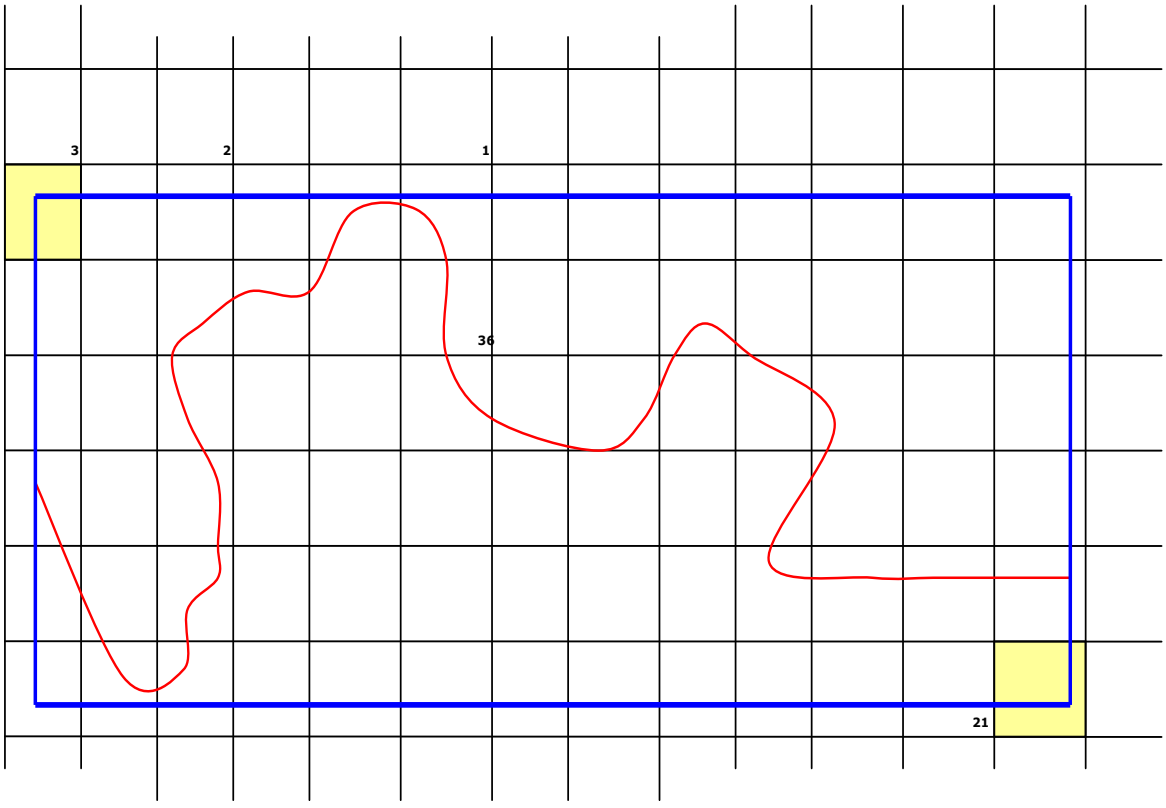
8.0 Appendix B – Determining the To and From Land Locations

In the example above a road passes through a number of quarter section. To determine the "To" and "From" quarters to enter in the site record draw a box around the entire road. The most northwest quarter is SW 3 and the most southeast quarter is NE 21.

Remember, this box is used to determine the ESRD Area office to which the FNC Case file will be forwarded for review. Consultation requirements will still be determined based on the actual project itself and not the surround box area.



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